

University of Stuttgart
Germany



Master of Science Program



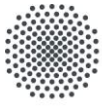
M.Sc. Air Quality Control, Solid Waste and
Waste Water Process Engineering

(WASTE)

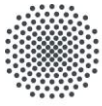
FAQs While Studying - PO2015

Winter Term 2019/ 2020
www.waste.uni-stuttgart.de

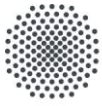
Effective: September, 2019



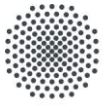
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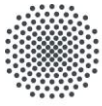
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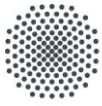


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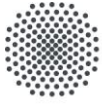
A: Abbreviations (Abkürzungen)

Abbreviation	German	English explanation
PL	Prüfungsleistung	Classical module examination (written or orally)
LBP	Lehrveranstaltungsbegleitende Prüfung	Examination in the form of e.g. a seminar paper
SL	Studienleistung	Type of examination
USL	Unbenotete Studienleistung	Form of examination with no grade (only pass or fail)
USL-V	Zulassungsvoraussetzung für Prüfungsleistung	Prerequisite for an examination
BSL	Benotete Studienleistung	Innovative examination forms (e.g. case studies, portfolio)
PO	Prüfungsordnung	Examination Regulations. Please note: for your generation PO2015 is valid!
LSF	LSF	Online Portal of the University
C@MPUS	C@MPUS	Campus Management Portal of the University of Stuttgart



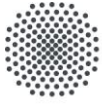
B: Examinations (Prüfungen)

- 1. Who is responsible for handling the exams?**
Examination Office of the University of Stuttgart
Haus der Studierenden, Pfaffenwaldring 5c
3rd floor
70569 Stuttgart
<http://www.uni-stuttgart.de/pruefungsamt/index.en.html>
- 2. In case of any question, to whom do I have to talk to?**
Students A - K: [Schneider, Elisabeth](#)
Students L - Z: [Lee, vi Tan](#)
- 3. Do I have to register for exams?**
Yes! (Please note: all exams of the 1st semester are mandatory!)
- 4. How do I have to register for the exams?**
Online via C@MPUS.
- 5. When do I have to register for the exams?**
<http://www.uni-stuttgart.de/pruefungsamt/termine/anmeldetermine/index.en.html>
- 6. What happens if I did not register within the time stated?**
If you fail to register examinations during the registration period via LSF, you are not allowed to take these examinations! The Examination Office cannot accept belated registrations after the end of the registration period; belated registrations are not possible.
- 7. Can I de-register exams?**
Yes.
→ PL exams: 7 days in advance of the exam date without explanation
→ LBP exams: until the end of the exam registration deadline without any explanation
- 8. Can I still de-register if it is less than 7 days in advance of the examination (PL) or after the end of the registration deadline (LBP)?**
With very good reason that you have to express towards the examination committee (Prof. Laurien), e.g. medical certificate.
- 9. How is the de-registration to be done?**
You have to follow the requested format of the Examination Office of the University of Stuttgart → a) de-register via LSF or b) fill in the **declaration of withdrawal** form:
<http://www.uni-stuttgart.de/pruefungsamt/formulare/ruecktritt/index.en.html>
- 10. To whom do I have to hand in the declaration of withdrawal?**
The declaration of withdrawal has to be submitted to the head of the examination committee ([Prof. Laurien](#)). Please do NOT send it to the MSc WASTE Office.
- 11. What happens when I am sick and I can't attend the exam (1st attempt)?**
You have to bring a medical certificate a) in advance OR b) within 3 days after the exam.
- 12. To whom do I have to submit the medical certificate?**
To the Examination Office. Please do NOT submit the medical certificate to the MSc WASTE Office.
- 13. What happens when I did not bring a medical certificate in advance OR within 3 days after the exam?**
You get a 5,0 ("nicht ausreichend" - fail)!
- 14. Will a 5,0 appear in my transcript of records?**
Yes → 5,0 N.B. (fail); 5,0 N. (unexcused)



15. When I couldn't attend the exam (1st attempt) because I was sick, when do I have to take it instead?
You **MUST** attend within 2 semesters after the date of the original exam.
16. What happens when I failed the exam (1st attempt)?
You **MUST** attend within 2 semesters after the date of the original exam.
17. Am I automatically re-registered for the re-exam (2nd attempt)?
NO! You also have to register for re-examinations during the registration period.
18. What happens when I am sick and I cannot attend the re-exam (2nd attempt)?
You have to bring a medical certificate a) in advance OR b) within 3 days after the exam.
19. What happens when I did not bring a medical certificate in advance OR within 3 days after the re-exam (2nd attempt)?
You get a 5,0!
20. When I couldn't attend the re-exam (2nd attempt) because I was sick, when do I have to take it instead?
You **MUST** attend within 2 semesters after the date of the re-exam.
21. What happens when I fail the re-exam (2nd attempt)?
You are allowed to attend the second exam (3rd attempt) BUT! this is only possible in **2 cases!** (For two different modules only)
22. What happens when I am sick and I cannot attend the second exam (3rd attempt)?
You have to bring a medical certificate a) in advance OR b) within 3 days after the exam.
23. What happens when I did not bring a medical certificate in advance OR within 3 days after the second exam?
You get a 5,0!
24. What happens when I fail the second exam (3rd attempt)?
Immediately after the second exam (please arrange the date with the respective examiner(s)), you have to attend the **oral continuation (20 - 30 min).**
25. When I pass the oral continuation, what grade can I get?
Only 4,0!
26. What happens when I fail the oral continuation?
The right to examination as well as the admission to the study program will automatically be revoked.
27. Is there a chance to have a look at the corrected exam?
Normally the respective institutes grant you access to the exams so you can review your results. For more information, please directly get in touch with the examiner(s).

PLEASE NOTE: in addition to these FAQ, please also have a look at the respective flow chart ([WASTE_Examination Regulations 2015](#)) provided on ILIAS.



C: Student Research Project (Studienarbeit)

28. Where can I find topics for my Student Research Project?

- Think about an area you're interested in and talk to the respective institute(s). Ask them if they offer any topics.
- Go to the institute(s) you want to do the Student Research Project at and explore their vacancies.
- Search online: <http://www.stellenwerk-stuttgart.de> (ONLY in German; does NOT cover all institutes!)
- Go to the information event provided by the MSc WASTE Office (to be announced!)

29. When will the topics for Student Research Projects usually be published by the respective institutes?

It depends on the institute(s). There is no specific deadline.

30. Is the Student Research Project mandatory?

No, it is an elective module.

31. How many credits do I get for the Student Research Project?

12 ECTS (equals 360 working hours).

32. What are the requirements to start the Student Research Project?

There are no specific requirements from the University. Upon application, it might be that you have to provide the latest version of your transcript of records (downloadable from LSF).

33. How and when do I have to register for the Student Research Project?

You should download the registration form (*Registration of the Special Project*) from the website of the Examination Office (<http://www.uni-stuttgart.de/pruefungsamt/formulare/anmeldung/index.en.html>), fill in the details and submit it to the Examination Office. Topic and starting date of the Student Research Project must be put on record immediately after the allocation of the topic. The MSc WASTE Office can't do the registration.

34. Does the registration has to be done at the beginning of a semester?

No, you can start the Student Research Project any time. It does not have to be at the beginning of a semester. However, topic and starting date of the Student Research Project must be set on record immediately after the allocation of the topic.

35. Can the Student Research Project be done at a company?

No. It has to be done at one of the institutes of the University of Stuttgart.

36. When is the deadline for submitting the Student Research Project?

The Student Research Project must be submitted 6 months after the official starting date = allocation of topic.

37. Upon the deadline, which version of the Student Research project has to be submitted?

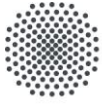
A gradable **final version!**

38. What does a gradable final version mean?

All experiments/ research have to be done. All chapters must be written and corrected by the examiner.

39. Can the Student Research Project be revised after the deadline?

Only if the revision does NOT affect your grade anymore.



40. Can the Student Research Project be revised before the deadline?

Yes BUT! As soon as you submitted the final version of your Student Research Project, you are not allowed to revise it anymore.

41. How often can the Student Research Project be revised?

This has to be decided by the respective institute BUT! As soon as you submitted the gradable final version of your Student Research Project, you are not allowed to revise it anymore

42. How and where has the Student Research Project to be submitted?

Please ask your supervisor.

43. Do I have to submit one version to the WASTE Office?

Yes.

44. Is it possible to extend the Student Research Project?

In exceptional cases and upon request, the deadline can be extended up to 3 months. The supervisor(s) /examiner(s) have to confirm that the student cannot be held responsible for the reasons for extension. An extension is only possible once.

45. How is the extension procedure to be done?

Please ask your supervisor how they usually handle this. If they do not have a form, please write an informal explanation that needs to be signed by your supervisor and submitted to the Examination Office. Please do NOT submit this to the MSc WASTE Office.

46. Do I have to give a presentation?

Yes, a presentation of 20-30 min is mandatory part of the Student Research Project.

47. To whom do I have to present the thesis work?

Please ask your supervisor.

48. What is the purpose of the Student Research Project?

Students have to show their ability to work independently on a specific topic in their specialized area or in the context of their electives.

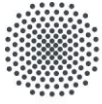
49. Who has to be the examiner of the Student Research Project?

In general, the examiner has to be a professor / adjunct professor / private lecturer / honorary professor or someone from the academic staff of the University of Stuttgart with the authorization to be an examiner.

Please find a list of all registered examiners from the University of Stuttgart for Student Research Project and Master Thesis in the following link:

http://www.waste.uni-stuttgart.de/download/Eligible_Professors_-_Student_Research_or_Master_Thesis_24_03_2017.pdf

PLEASE NOTE: That this list is not set in stone. In case you feel that one professor should be added, please let the study committee know.



D: Master Thesis (Masterarbeit)

50. Where can I find topics for my Master Thesis?

- Think about an area you're interested in and talk to the respective institute(s). Ask them if they offer any topics.
- Go to the institute(s) you want to do the Master Thesis at and look for vacancies.
- Search online: <http://www.stellenwerk-stuttgart.de> (ONLY in German; does NOT cover all institutes!)
- Go to the information event provided by the MSc WASTE Office (to be announced!)

51. When will the topics for Master Thesis usually be published by the respective institutes?

It depends on the institutes. There is no specific deadline.

52. How many credits do I get for the Master Thesis?

30 ECTS (equals 900 working hours).

53. What are the requirements to start the Master Thesis?

You need to have at least 72 ECTS. In case you chose the Student Research Project as elective, you need to have submitted the Student Research Project before you are allowed to start the Master Thesis. Topic and starting date of the Master Thesis must be set on record immediately after the allocation of the topic.

54. When do I have to register for the Master Thesis?

It is possible to register the Master Thesis only after you got 72 ECTS. In case you chose the Student Research Project as elective, you need to have submitted the Student Research Project before you are allowed to start the Master Thesis. Topic and starting date of the Master Thesis must be put on record immediately after the allocation of the topic.

55. What do I have to do in order to register the Master Thesis?

You should download the registration form (*Registration of the Master Thesis*) from the website of the Examination Office (<http://www.uni-stuttgart.de/pruefungsamt/formulare/anmeldung/index.en.html>), fill in the details and submit it to the Examination Office. Topic and starting date of the Master Thesis must be put on record immediately after the allocation of the topic. The MSc WASTE Office can't do the registration.

56. What happens when I want to register my Master Thesis but there is still 1 exam result (or the result of the Student Research Project) missing?

As soon as you have 72 ECTS, you can register the Master Thesis. BUT! In case you chose the Student Research Project as elective, you need to have submitted the Student Research Project before you are allowed to start the Master Thesis. Topic and starting date of the Master Thesis must be set on record immediately after the allocation of the topic.

57. Can I change my topic?

Yes, within the first 6 weeks after you started.

58. Does the title of the Master Thesis has to be final when I register for the Master Thesis?

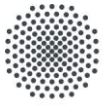
No, the title can be changed later on.

59. Can the Master Thesis be done at a company?

Yes.

60. What are the requirements to do the Master Thesis at a company?

One of the examiners must be from the university (please see question 70). Other than that please consult with the company you want to work at.



61. When is the deadline for submitting the Master Thesis?

The Master Thesis **MUST** be submitted 6 months after the official starting date = allocation of topic.

62. How and where has the Master Thesis to be submitted?

Please ask your supervisor.

63. Do I have to submit one version to the WASTE Office?

Yes. Hard+ soft copy!

64. To whom do I have to present the thesis work?

Please ask your supervisor.

65. Upon the deadline, which version of the Master Thesis has to be submitted?

A gradable final version already corrected by your examiner.

66. What does a gradable final version mean?

All experiments/ research have to be done. All chapters must be written and corrected by the examiner.

67. Can the Master Thesis be revised after the deadline?

Only if the revision does NOT affect your grade anymore.

68. Can the Master Thesis be revised before the deadline?

Yes BUT! As soon as you submitted the final version of your thesis, you are not allowed to revise the Master Thesis anymore.

69. How often can the Master Thesis be revised?

This has to be decided by the respective institute/company BUT! As soon as you submitted the gradable final version of your thesis, you are not allowed to revise the Master Thesis anymore.

70. Do I have to give a presentation?

Yes, a presentation of 20-30 min is mandatory part of the Master Thesis

71. To whom do I have to present the thesis work?

Please ask your supervisor. In case you did the Master Thesis at a company, you need to discuss with your examiner of the university whether you have to do an additional presentation at the respective university institute.

72. How many examiners must grade the Master Thesis?

2 (1st and 2nd examiner).

73. Who is entitled to be the examiner for the Master Thesis?

One of the examiners has to be a professor / adjunct professor / private lecturer / honorary professor or someone from the academic staff of the University of Stuttgart with the authorization to be an examiner.

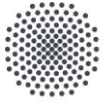
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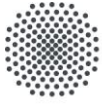
PLEASE NOTE: that this list is not set in stone. In case you feel that one professor should be added, please let the study committee know.

74. Who is the supervisor of the Master Thesis?

A PhD student, scientific assistant or one of the professors.



- 75. Doing the Master Thesis at a company: how many examiners must grade the Master Thesis?**
2 (1st and 2nd examiner).
- 76. Doing the Master Thesis at a company: who is the 1st examiner?**
The 1st examiner can be someone from the company.
- 77. Doing the Master Thesis at a company: who is the 2nd examiner?**
One of the examiners has to be a professor / adjunct professor / private lecturer / honorary professor or someone from the academic staff of the University of Stuttgart with the authorization to be an examiner.
- 78. How do I know who has the authorization to be an examiner?**
This is something the respective institute(s) should be aware of. Please ask your supervisor.
- 79. Doing the Master Thesis at a company: who is the supervisor?**
The supervisor can be someone from the company.
- 80. In what language does the Master Thesis have to be written?**
Usually in English but, of course it can also be written in German.
- 81. Is it allowed to write the Master Thesis in another language?**
Yes, upon request to be expressed towards the examiner.
- 82. Is it possible to extend the Master Thesis?**
In exceptional cases and upon request, the deadline can be extended up to 3 months. The supervisor(s) / examiner(s) have to confirm that the student cannot be held responsible for the reasons for extension. An extension is only possible once.
- 83. How is the extension procedure to be done?**
Please ask your supervisor how they usually handle this. If they do not have a form, please write an informal explanation that needs to be signed by your supervisor and submitted to the Examination Office. Please do NOT submit it to the MSc WASTE Office.
- 84. What happens after having submitted the Master Thesis?**
As soon as your examiner confirms that you get at least 4,0 (**4,0-Bescheinigung**) for your Master Thesis (=pass), you might request the **confirmation of completion**.
- 85. Where do I get this confirmation of completion from?**
From your advisor at the Examination Office (Ms. Schneider, Mr. Le).
- 86. What do I have to / can I do with the *Confirmation of Completion*?**
Please download the form and get it signed by supervisor and the WASTE Office and submit it to the Examination Office.
a) You **MUST** de-register from the university (please see chapter L)
b) You **CAN** use it for authorities, for applying for a job, etc.
- 87. Are these documents the official degree certificate?**
No! The official degree certificates will be issued by the university later on.
- 88. How long does it take until I get the official degree certificate?**
The official degree certificate has to be issued and signed by a) the head of the examination committee, b) the head of the university and c) by the official Examination Office of the university. This might take a while and it is hard to predict how long (several days up to a few weeks).



E: Key Qualifications (Schlüsselqualifikationen)

89. Who is offering the Key Qualifications?

Language Center of the University.

90. How to find the Course Offer?

a) C@MPUS: <https://campus.uni-stuttgart.de/>

Go to the organizational tree (left column) → click on “University of Stuttgart” → click on “Course Offer” (middle column) → choose “88 Master of Science” → choose “926 Air Quality Control, Solid Waste and Waste Water Process Engineering” → chose “[300] German Language Courses and Key Qualifications” → choose “[900] Key Qualifications”

a) Language Center:

<http://www.sz.uni-stuttgart.de/index.en.html>

91. What do I need in order to register for courses?

C@MPUS Student Account + Password

92. Where do I have to register?

C@MPUS. Please check the manual on how to register for the key qualifications provided on the C@MPUS documentation website:

<http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html>

93. When do I have to register?

You can either register for a) courses during recess or b) for courses during the semester. The respective registration period will always be announced in advance. Please check the website of the Language Center or the C@MPUS documentation website regularly.

94. Am I allowed to choose from the whole catalogue of key qualifications offered by the University?

You can chose from the whole catalogue of key qualifications associated to the WASTE program.

95. How many key qualification classes are offered in English?

There are only very few Key Qualifications offered in English yet. Unfortunately, there is no specific list for these courses but you can easily spot them if you switch the language in C@MPUS to German and look for English titles. All Key Qualifications with an English title are offered in English.

96. For how many key qualification classes am I allowed to register?

You can (and should be technically able to) register for as many courses as you like! If that is not possible, you need to contact: support@campus.uni-stuttgart.de

97. Do language courses provided by the Language Center count as key qualifications?

Yes.

98. Do language courses done at an external language school (e.g. ifa) count as key qualifications?

Yes. In this case, you need the *Recognition of Modules and Sub-Module Components* form provided on the website of the Examination Office:

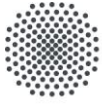
<http://www.uni-stuttgart.de/pruefungsamt/formulare/sonstige/index.en.html>

This form needs to be filled and signed by you and the head of the examination committee (Prof. Laurien) before submitting it to the Examination Office. Please do NOT submit it to the MSc WASTE Office.



99. Do additional language courses offered by the Language Center especially for international Master of Science programs count as key qualification?
No.

100. Will the key qualification certificate automatically be sent to the Examination Office?
Normally yes. Nevertheless, please make sure that the language center enters the result of your key qualifications in LSF.



F: Additional Modules (Zusätzliche Module)

101. Is it possible to do more than the requested modules?

Yes, you may take up to 12 ECTS = additional modules than the required ones.

102. Will the additional modules be displayed in the degree certificate?

Yes, upon request (please see question 106)

103. Will the additional modules be considered for the CGPA?

No!

104. Do the additional modules count as part of the 120 credits?

No!

105. How do we have to register additional modules?

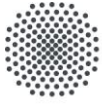
Via LSF (effective from summer semester 2016). Please note: first, you have to register the additional module as elective module.

106. After registration, how does the examination office know that the respective module is supposed to be an additional module and not an elective module?

An informal application must be made to the examination office.

107. What happens if I forgot to make the informal application and I have already written the exam?

You can't change it anymore. The exam in question was registered as elective and does count as elective.



G: Internship (Praktikum)

108. Is the internship a mandatory part of the study program WASTE?

No, it is an elective module.

109. How many credits are assigned for the Internship?

6 ECTS (at least 6 weeks practical work).

110. What are the rules for the internship?

http://www.waste.uni-stuttgart.de/download/Internship_Guidelines-M.Sc._WASTE_20170223.pdf

111. What are the procedures for students who want to make an internship?

Students have to take care of it themselves.

112. Is it necessary to apply for a sabbatical semester?

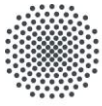
It is advisable to apply for a sabbatical semester if the internship lasts a whole semester. In addition, the university stops counting the number of semesters while being on a sabbatical semester. For further information, please see chapter H.

113. Is it necessary to write an internship report?

Yes.

114. Is it possible to do an internship parallel with the Master Thesis?

No.



H: Sabbatical Semester (Sabbatsemester)

115. Is it possible to apply for a sabbatical semester?

Yes according to the German Landeshochschulgesetz (§ 61 LHG).

116. What are the requirements/ prerequisites?

You can be exempted from the obligation to properly study if:

- You want to study at a foreign university or language school;
- Want to work as foreign language assistant abroad;
- You want to carry out an occupational activity to be of use for your studies;
- You are not able to attend classes and exams because of sickness;
- You are summoned to military service / community service;
- You have to take care of (in line with the Federal Social Security Act - Bundessozialhilfegesetz) your husband/ your wife or people who are related to you in a direct line or first-degree relatives by marriage;
- You are pregnant;
- You have a child younger than 5 years and you have to take care of this child yourself;
- You have to go to jail;
- Other reasons

117. Where and how do I have to apply for a sabbatical semester?

You have to make an informal request. This has to be submitted to the [Admissions Office for Foreign Citizens and EU-Citizens](#).

118. Is it possible to apply for a sabbatical semester for a past semester?

No. You can only apply in advance of a new semester.

119. What happens if I already re-registered?

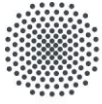
You can apply for a refund:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/fee-reimbursement/index.html>

PLEASE NOTE: if you need further information, please visit:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/leave-of-absence/index.html>

Or consult with the [Admissions Office for Foreign Citizens and EU-Citizens](#).



I: Re-registration (Rückmeldung)

120. When do I have to re-register?

- a) For summer semester: January 15th - February 15th
- b) For winter semester: July 15th - August 15th

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/re-registration/>

121. How do I have to re-register?

In order to re-register officially, you have to pay a certain amount (please check the website!) to the account of the University of Stuttgart.

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/re-registration/>

122. How much is the re-registration fee?

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/>

123. How can we pay?

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/re-registration/>

124. What is the reason for transfer?

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/re-registration/>

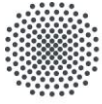
125. Do we need to go to the bank and pay there or can we do an electronic transaction?

You can do both, whatever suits you best.

126. What happens when I missed the deadline?

The re-registration fee for the respective semester should be paid until the end of the given deadline. After this date, a default fine of EUR 10 will be added to the current re-registration fee. The students that do not re-register until end of the respective semester (winter semester: 31.03.; summer semester: 30.09.) will be de-registered. A certificate of de-registration is binding and cannot be cancelled even if the default fine has been paid! Therefore, if you are too late re-registering you will automatically be removed from the register of students!

PLEASE NOTE: if you need further information, please consult with the [Admissions Office for Foreign Citizens and EU-Citizens](#).



J:C@MPUS

127. What is C@MPUS?

C@MPUS (= Campus Management Portal of the University of Stuttgart) is based on a software called [CAMPUSonline](#) that was developed by the TU Graz. CAMPUSonline was chosen in the scope of the project CUS as software solution for the University of Stuttgart and is now established by the CUS project team.

<https://campus.uni-stuttgart.de/>

128. Where do I get an overview about all functionalities?

<http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html>

129. How do I access C@MPUS?

As registered student, you have access with your student account (st12345@stud.uni-stuttgart.de)

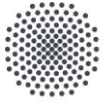
130. What services does C@MPUS provide me with?

- a) You can download and print your matriculation certificate
- b) You can change your address
- c) You can view the semester fee and your status of payment for the re-registration
- d) You can apply for study program
- e) You can organize your study program with you own individual study plan:
<http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html>
- f) You can register for key qualifications:
<http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html>

PLEASE NOTE: if you might face some difficulties with functionalities that initially should work but in your case don't, please directly contact the C@MPUS support team: support@campus.uni-stuttgart.de

In addition, please check the C@MPUS documentation website on a regular basis:
<http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html>

Or check out the frequently asked questions provided by the C@MPUS team:
<http://www.uni-stuttgart.de/campus/FAQ/index.en.html>



K:De-registration (Exmatrikulation)

131. What does de-registration mean?

De-registration means that the person concerned is deleted from the list of students. A certificate of de-registration will be issued.

132. When do I have to de-register?

After you received the *Confirmation of Completion + Final Transcript of Records*.

133. When does the de-registration comes into effect?

The de-registration usually comes into effect by the end of the semester in which it has been issued. A retrospective de-registration is not possible. In special cases, the de-registration can be pronounced with immediate effect (e.g. change of university).

134. How do I have to de-register?

You can get an *Application for de-registration* at the Admissions Office. You can also download it as PDF file:

https://www.student.uni-stuttgart.de/studienorganisation/document/antrag_exmat.pdf

135. What happens if I already paid the fees and contributions?

You can find information on the *Reimbursement of fees and contributions* already paid online:

https://www.student.uni-stuttgart.de/studienorganisation/document/antrag_erstattung.pdf

PLEASE NOTE: if you need further information, please visit:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/de-registration/index.html>